

Historic, Archive Document

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WFA OFFICE OF DISTRIBUTION
SEC. PETITION REVIEW COMMITTEE
OFFICE OF DIRECTOR
12-11-44
OD-A WASHINGTON 25, D. C.

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

Number 6
2-24-45

PROCEDURE TRANSMITTAL

1. 9422
A2 P942

Notices

BINDERS FOR OMS MANUALS: Delivery of binders has been delayed because critical materials were unavailable. They are expected soon and will be delivered to manual holders as soon as they are received from the contractor.
Reserve

FISCAL DIVISION-CORRESPONDENCE: Effective immediately all correspondence directed to the Fiscal Division of OMS should be addressed:

H. L. McLeod

Acting Chief Fiscal Officer, OMS

Telephone calls should be directed to extensions 2450, 4053, and 4054 of Republic 4142. These extensions also have been assigned to the office of J. W. Harvey, Jr., Acting Assistant Chief Fiscal Officer

Procedure Manual

INSERT ADMINISTRATIVE NOTICE NO. 8: IMPROPER CHARGES TO GOVERNMENT ACCOUNT-
Chargés for telegrams or telephone calls requesting hotel reservations are not chargeable to the Government.

INSERT OMS INS. 111.1 DATED 2-23-45: ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington - Establishes lines of authority and lists organizational structure and major functions of OMS.

REMOVE OMS INS. 111.1 DATED 12-29-44: ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington - Superseded by OMS Ins. 111.1, dated 2-23-45.

INSERT OMS INS. 142.1: PUBLIC CRITICISM OF OTHER GOVERNMENT AGENCIES - Criticisms of other Government agencies shall not be submitted to the Press.

INSERT OMS INS. 301.1: RELEASE OF PERSONNEL - States the policy of OMS in considering resignations or proposed transfers from OMS.

REMOVE PROCEDURE LETTER NO. 2 (CLASSIFICATION 111.1): ASSIGNMENT OF FUNCTIONS WITHIN OMS - Superseded by OMS Ins. 111.1, dated 2-23-45.

REMOVE PROCEDURE LETTER NO. 3 (CLASSIFICATION 111.1): CHANGE IN ORGANIZATION - OMS WASHINGTON - Superseded by OMS Ins. 111.1, dated 2-23-45.

INSERT PROCEDURE LETTER NO. 4 (CLASSIFICATION 138): FURNISHING INFORMATION ON TRANSPORTATION REQUESTS - Provides instructions to OMS travelers for entering the serial number of Letter of authority on transportation requests and showing services actually received. Instructions on official Travel and exhibits of Standard Forms 1012, 1030, and 1031 will be issued later.

PROCEDURE TRANSMITTAL

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 13, DATED 4-20-43: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES FOR THE CARIBBEAN EMERGENCY PROGRAM - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 13, AMENDMENT 1, DATED 7-7-44: FISCAL WORK IN THE CARIBBEAN AREA - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 33, DATED 3-21-44: CENTRALIZATION OF FREIGHT TRANSPORTATION VOUCHER REVIEW - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 35, DATED 3-24-44: REGIONALIZATION POLICY - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 38, DATED 5-18-44: OFFICE OF DISTRIBUTION FIELD ORGANIZATION AND WASHINGTON FIELD RELATIONSHIPS - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 38, AMENDMENT 1, DATED 6-8-44: REGIONAL ORGANIZATION - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 39, DATED 5-18-44: REGIONAL ORGANIZATION - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 41, DATED 5-20-44: RENAMING THE PROCUREMENT BRANCH - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 44, DATED 7-10-44: AUDIT DIVISION - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 45, DATED 7-26-44: TRANSFER OF RESPONSIBILITY FOR FISCAL PROGRAM IN HAWAII - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 48, DATED 9-28-44: REALIGNMENT OF LOSS AND DAMAGE FUNCTIONS AND RESPONSIBILITIES IN OD - Superseded by OMS Ins. 111.1.

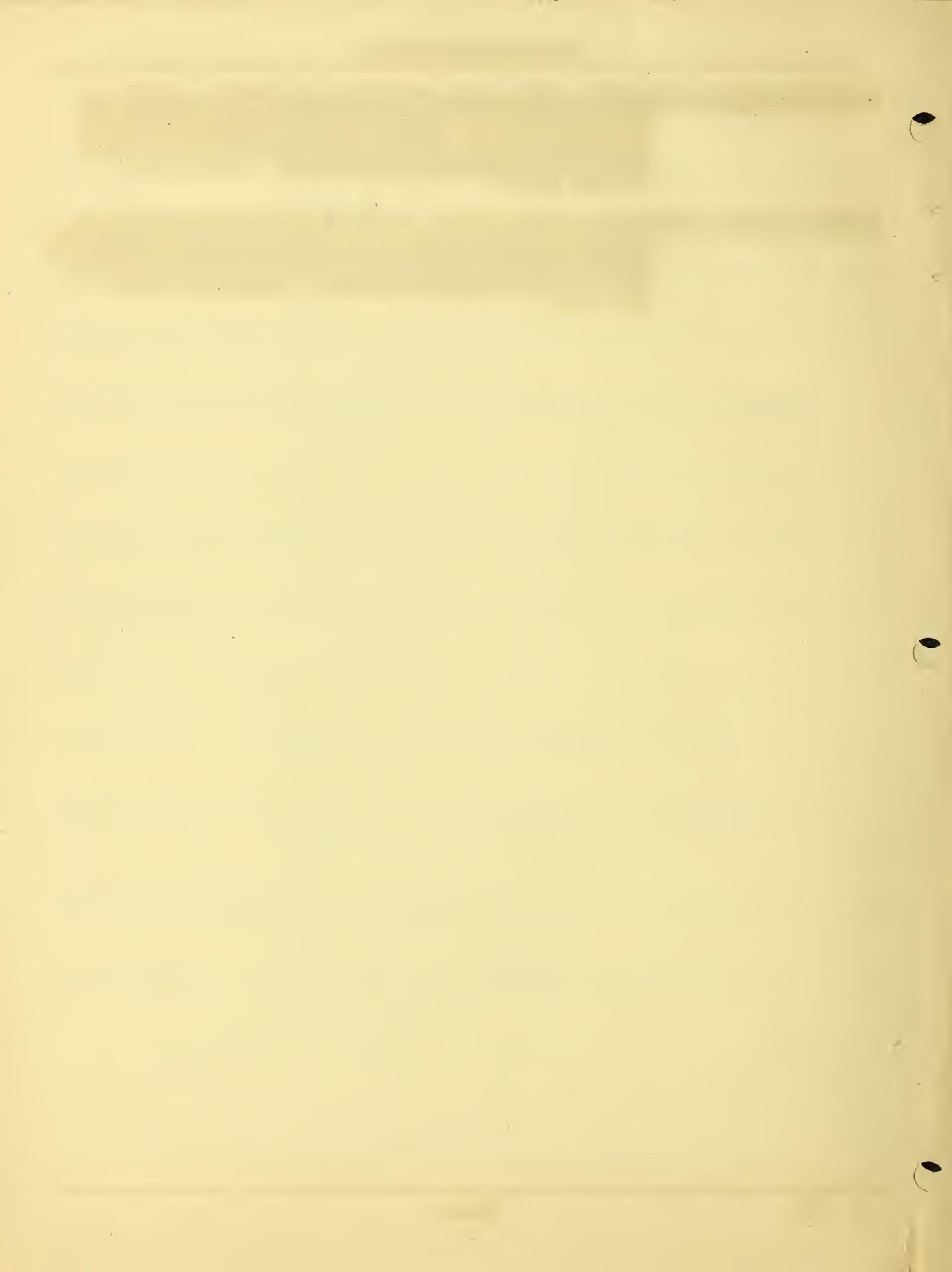
REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 49, DATED 10-21-44: FUNCTIONS OF SPECIAL ASSISTANT ON PLANT FINANCING - Superseded by OMS Ins. 111.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 50, DATED 11-14-44: FUNCTIONS OF THE DISTRIBUTION PLANNING BRANCH - Superseded by OMS Ins. 111.1.

PROCEDURE TRANSMITTAL

REMOVE UNNUMBERED MEMORANDUM, DATED 6-13-44 TO BRANCH AND DIVISION CHIEFS AND
REGIONAL DIRECTORS FROM S. R. SMITH, DEPUTY DIRECTOR FOR
CIVILIAN PROGRAMS: STAFFING AND OPERATIONS OF REGIONAL
CIVILIAN FOOD REQUIREMENTS DIVISIONS - Superseded by
OMS Ins. 111.1.

REMOVE UNNUMBERED MEMORANDUM, DATED 5-31-44, TO BRANCH AND DIVISION CHIEFS AND
REGIONAL DIRECTORS FROM R. W. OLMSTEAD, DEPUTY DIRECTOR FOR
SUPPLY: STAFFING AND OPERATIONS OF THE REGIONAL PROCUREMENT
AND PRICE SUPPORT DIVISIONS - Superseded by OMS
Ins. 111.1.



ADMINISTRATIVE NOTICE NO. 8

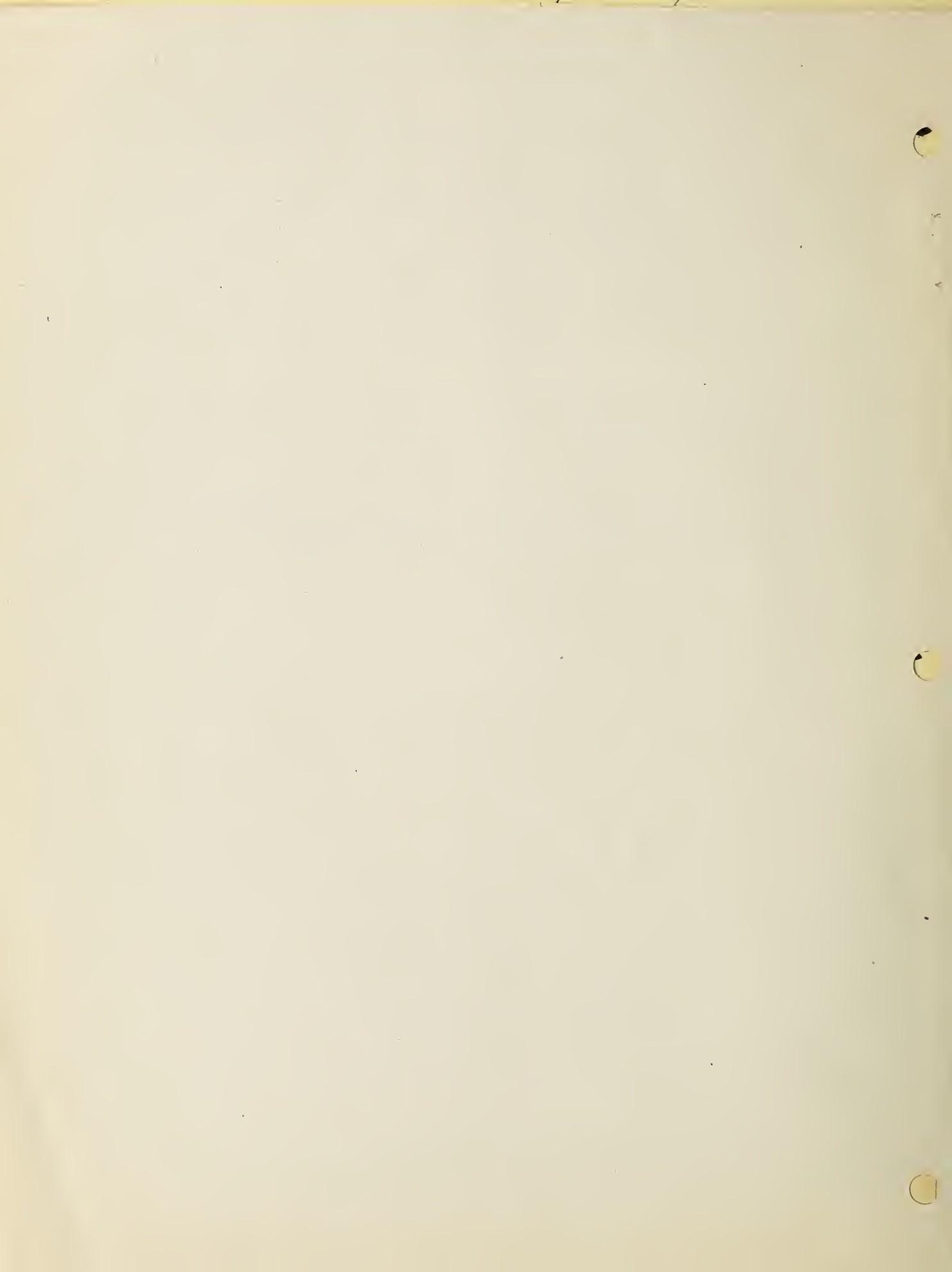
IMPROPER CHARGES TO GOVERNMENT ACCOUNT

The Fiscal Division is receiving billings from various telegraph companies containing charges for telegrams sent as "official business" by OMS travelers requesting hotel reservations.

Sending telegrams or making telephone calls requesting hotel reservations are a personal expense to be paid by travalers and are not properly chargeable to the Government. Therefore such messages should not be made as "official business" nor should OMS travelers include such claims in their reimbursement vouchers.

The processing of vouchers containing these "personal" charges involves additional unnecessary work and delays the payment of claims which is inconvenient both to telegraph companies or to OMS travelers as the case may be.

Charges for telegrams reserving airplane, sleeping car, or steamer accommodations are transportation expenses and may be allowed when supported by a satisfactory explanation showing the necessity therefor.



ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington 111.1

Administration
Organization
Washington

I SCOPE

This Instruction establishes definite lines of authority and responsibilities of persons reporting to the Director.

II IMMEDIATE OFFICE OF THE DIRECTOR

A Deputy Director for Operations - Acts as Acting Director in the absence of the Director; provides a focal point within OMS for securing the advice and cooperation of the food industry in OMS programs; serves as chairman of the OMS Order Review and Clearance Committee; directs the war food order programs and the regulatory and service activities of OMS, including market news, grading, inspecting, and market facilities; reviews and approves as Acting Director decisions of the Petition Review Committee in connection with order administration; and is administratively responsible for the branches under his jurisdiction.

B Deputy Director for Civilian Programs - Acts as Acting Director in the absence of the Director and the Deputy Director for Operations; forms civilian food supply policy, including pricing, rationing, and improvements in nutritional standards; directs planning for marketing goals and commodity requirements; and is administratively responsible for the Civilian Food Requirements and the Nutrition Programs Branches.

C Deputy Director for Management - Acts as Acting Director in the absence of the Director and other Deputy Directors; coordinates the administrative planning, procedures, and operations of OMS; develops organizational, budgetary, fiscal, informational, and personnel policies, plans, and operating methods of OMS both in Washington and in the field; and is administratively responsible for the Administrative Services, Budget and Organization, Fiscal, Marketing Reports and Personnel Divisions.

III BRANCHES ASSIGNED TO THE DEPUTY DIRECTOR FOR OPERATIONS

A Commodity Branches - Perform the following functions with respect to commodities assigned to them: Responsible for over-all commodity analysis and planning, including the making of recommendations to CCC with respect to price support, subsidy, export and other programs; participate with CCC in developing supply estimates and allocations recommendations; work with AAA on production planning; recommend time, extent and conditions of rationing foods; review and recommend modifications of proposed price regulations; assist CCC in developing purchase programs and in administering WFO-63; develop and administer programs to effect economies in and to improve processing and marketing of food and farm products; develop and administer food orders (set-aside orders are developed at the request of CCC but administered by OMS); work with industry in developing new and substitute products and processes; conduct market news services; develop and issue

111.1 ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington

standards and inspect and grade for private and Government accounts; assist CCC and other Government agencies in developing purchase specifications; administer laws as assigned; review for and recommend to OMF priority applications for materials and equipment; and direct field offices. In addition the following specific assignments are made:

1 Cotton and Fiber Branch - Administer the Cotton Classification, Statistics, Standards, and Futures Acts, and the Naval Stores Act; cooperate with producers and others in improving quality and marketing practices; perform fiber and spinning tests; conduct technical research relating to standardization; administer Section 32 programs as assigned.

2 Dairy and Poultry Branch - Administer that part of the Agricultural Marketing Agreement Act of 1937 applying to dairy and poultry products, and supervise and direct market administrators.

3 Fats and Oils Branch - All activities covered under III A.

4 Fruit and Vegetable Branch - Administer the Standard Container Acts of 1916 and 1928, the Produce Agency Act, the Perishable Agricultural Commodities Act, the Export Apple and Pear Act and the applicable part of the Agricultural Marketing Agreements Act of 1937.

5 Grain Products Branch - Administer the U. S. Grain Standards and the Federal Seed Acts and conduct standardization research and grain testing.

6 Livestock and Meats Branch - Administer the Packers and Stockyards Act, the Insecticide Act of 1910, the Wool Standards Act, and the Meat Inspection Act.

7 Special Commodities Branch - All activities covered under III A.

8 Sugar Branch - Administer the Sugar Act of 1937.

9 Tobacco Branch - Administer the Tobacco Inspection Act, the Tobacco Stocks and Standards Act, and the Tobacco Seed and Plant Exportation Acts.

B Industry Regulation Branches - Perform the following functions:

1 Compliance Branch - Investigate speculation, profiteering, hoarding, and fraud in all phases of OMS food distribution work; administer the Commodity Exchange Act; install accounting systems and audit the accounts of cooperating agencies; and handle investigations and other services as directed.

2 Marketing Facilities Branch - Administer the U. S. Warehouse Act, 28-Hour Act, and section 201 of the Agricultural Adjustment Act of 1938; develop programs for improving food transportation and marketing facilities, and administer food orders as assigned;

ORGANIZATION OF THE OFFICE OF MARKETING SERVICES - Washington 111.1
Administration
Organization
Washington

plan and formulate food marketing goals; advise and assist the commodity branches in developing price support and subsidy recommendations; and develop proposed programs for improved post-war marketing.

3 Industry Operations Branch - Serve as a central OMS contact point for food industries; establish and service national food industry advisory committees; and form and service other food advisory committees.

IV BRANCHES ASSIGNED TO THE DEPUTY DIRECTOR FOR CIVILIAN PROGRAMS

A Civilian Food Requirements Branch - Serve as claimant for the civilian population in the preparation and presentation of their food requirements both from a nutritional and a quantitative viewpoint; recommend or review rationing adjustments, and food orders affecting civilian food distribution, and perform other functions relating to civilian food supply.

B Nutrition Programs Branch - Plan and develop Nation-wide programs for the improvement of nutritional standards and food habits; cooperate with national, State, and local officials in developing nutritional studies and educational programs; and direct the activities of executive secretaries in various States.

V DIVISIONS ASSIGNED TO THE DEPUTY DIRECTOR FOR MANAGEMENT

A Administrative Services Division - Conduct a program in line with policies of the Administration and the Department to provide administrative services, such as procurement and management of property, equipment, supplies, space, utility services, and communication facilities for Washington and field offices; carry out security program to provide for the preservation and safekeeping of vital and confidential information; provide uniform records management system for documentation of OMS operations; administer mileage program; provide for reproduction and distribution services; and direct the activities of Administrative Services field offices.

B Budget and Organization Division - Develop and recommend the budgetary and organizational plans for OMS; prepare and assist in presentation of OMS budgets to the War Food Administration, the Bureau of the Budget and Congress; prepare over-all policy and administrative procedures and maintain a procedural issuance system; assist branches and divisions in the development and installation of internal procedures; review and clear proposed OMS forms; allocate funds and personnel ceilings and maintain controls; and develop work-load, statistical, and reporting standards for OMS.

C Fiscal Division - Formulate fiscal policies and apply such policies to existing or proposed programs; develop and adopt fiscal procedures and techniques; develop and maintain general and allotment ledgers on all OMS activities; audit and certify vouchers; prepare pay rolls; maintain liaison on fiscal matters with the Treasury Department, the General Accounting

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Office and other Government agencies; conduct audits of public and private agencies in connection with disbursement of public funds; and direct the activities of the Fiscal field offices.

D Marketing Reports Division - Prepare and issue marketing reports and food order information to farm and trade groups through the press, radio, and bulletin releases; assist in dissemination of market news; conduct container salvage and other assigned programs; and furnish technical direction and assistance for Marketing Reports field offices.

E Personnel Division - Develop and carry out a comprehensive personnel program for OMS in line with the policies and practices of the Administration, the Department, and the Civil Service Commission, including personnel training and safety, employment, classification, and personnel utilization programs to insure the best use of manpower; organize and conduct programs for improving employee relations, and maintain an employee counseling service; and direct the activities of Personnel Field Offices.

Administration
Official Contacts
Public Reporting

I GENERAL

All employees of OMS are cautioned against publicly criticizing other Government agencies or officials. In dealing with many complex war problems, it is unavoidable that differences of opinion will exist. However, public statements based either on inadequate information or on failure to appreciate all aspects of a complex subject only confuse the public. This confusion is exploited by opponents to the war effort.

II SETTLING DISPUTES

Disagreements either as to fact or policy shall not be publicly aired. If a dispute cannot be settled at one administrative level, it shall be carried through the successive levels until it reaches the officials having authority over all persons involved in the dispute.

III DISCIPLINARY ACTION

If any employee submits a disagreement with another Government agency to the Press, he is requested to submit his resignation from OMS.

IV CONGRESSIONAL INQUIRIES

This Instruction does not restrict furnishing statements in response to Congressional inquiries.

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I POLICY

Following is the OMS policy in considering resignations or proposed transfer from OMS:

A Statements of Availability -

1 Recommending - Officers and/or Inspectors in Charge will recommend statements of availability under the following conditions:

a Where an employee is transferring to an activity regarded by War Manpower Commission as more vital to the War effort than his position in Office of Marketing Services.

b Where an employee or his family would suffer a personal hardship from his retention in OMS.

c Where in the opinion of the Officer and/or Inspector in Charge, in the field or in Washington, it would be to the best interests of OMS to grant a statement of availability. In case of doubt, the supervisor should refer the matter to his division chief for review and recommendation to the Personnel Office.

2 Granting - Personnel Officers will grant statements of availability only for one of the three reasons stated in Paragraph A 1 above.

B Utilization of Personnel - Officers and/or Inspectors in Charge and Personnel Officers are responsible for trying to effect a transfer of employees to some other point in OMS where such transfers would eliminate "personal hardship."

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FURNISHING INFORMATION ON TRANSPORTATION REQUESTS

Classification 138

Administration

Official Travel

Transportation Requests

I STATING AUTHORITY FOR TRAVEL

OMS employees in regular travel status shall enter on both the original and memorandum copy of Standard Form No. 1030, Government Request for Transportation, in the space "Authorization or Object", the SF-1030 serial number of the Letter of Authorization under which the travel is being performed. Station Managers authorizing travel under Station Letter of Authorization and signing the request as "Issuing Officer" shall enter the serial number before releasing the request to the traveler. This information is needed by the Fiscal Division to identify the account when billing has been made to the wrong office, and eliminates unnecessary work and correspondence. It is not necessary to insert the appropriation chargeable as this is done in the appropriate Fiscal Division.

II REPORTING SERVICES ACTUALLY RECEIVED

When the service actually received differs from the service requested, the traveler shall explain on the reverse of the memorandum copy of the request, Standard Form No. 1031, as well as on Standard SF-1031 Form No. 1012, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel" SF-1012 when it is submitted. For example, if a first class round trip ticket was requested and received, but coach accommodations were used one way because Pullman service was not available, the traveler should so state. This information is important and will reduce to a minimum the delays in the payment of vouchers submitted by both carriers and travelers.

